Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, vendors must be registered within the system. Vendors can register themselves by accessing the ProcureAZ login screen and selecting **Register**.

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. ProcureAZ will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If you are a foreign vendor, select the appropriate country of incorporation.

NOTE: The Company Name you provide MUST match the name your company has on file with the IRS. If not, your company will not be able to receive Purchase Orders. If you are using your Social Security number your Company Name MUST match the name on your Social Security card.

NOTE: If you are certain your entity has not registered and you believe this message to be an error, please contact the ProcureAZ support line at (602) 542-7600.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to ProcureAZ.
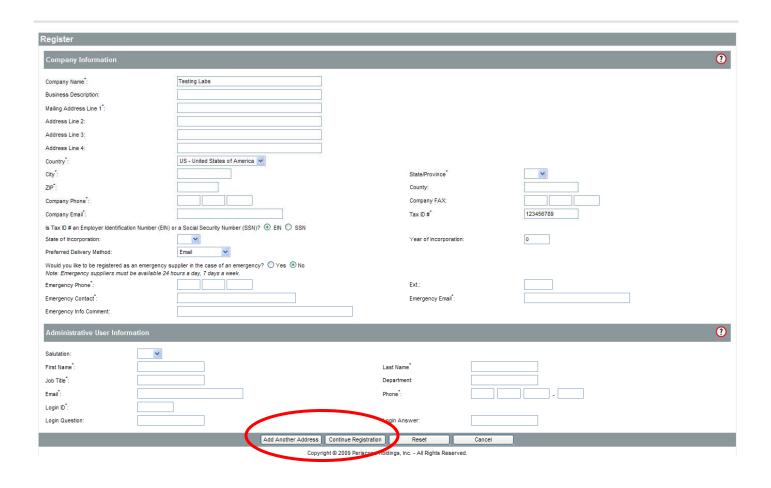
NOTE: The Login Question and Login Answer fields MUST be filled out. Select a Login Question from the drop down menu.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.

Vendor Registration

Register

Company Information

Company Name*:	Testing Labs
Business Description:	
Mailing Address Line 1*:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Country*:	US - United States of America

City*:		State/Province*:	
ZIP*:		County:	
Company Phone*:		Company FAX:	
Company Email*:		Tax ID #*	123456789

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? ● EIN ○ SSN

State of Incorporation:		Year of Incorporation:	0
Preferred Delivery Method:	Email		

Would you like to be registered as an emergency supplier in the case of an emergency? ○ Yes ● No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone*:		Ext.:	
Emergency Contact*:		Emergency Email*:	
Emergency Info Comment:			

Administrative User Information

Salutation:			
First Name*:		Last Name*:	
Job Title*:		Department:	
Email*:		Phone*:	
Login ID*:			
Login Question:		Login Answer:	

[Add Another Address] [Continue Registration]   [Reset]   [Cancel]

Procure.AZ.gov
Arizona's Procurement Solution
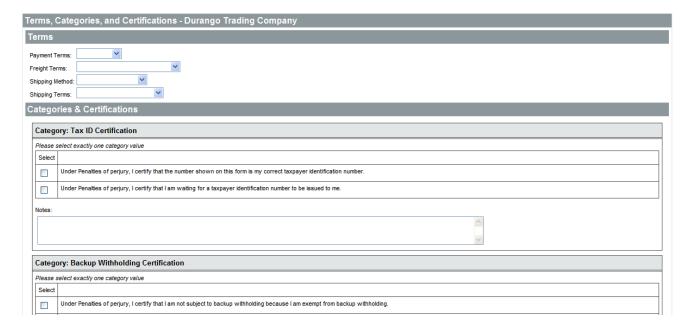
Vendor Registration

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

NOTE: You MUST complete this section before you company to be considered fully registered. Your company will not be able to receive Purchase Orders until this information is completed.

NOTE: Under Entity Type DO NOT SELECT STATE OF ARIZONA EMPLOYEE. State employees are paid through HRIS.

After you've completed this screen, click **Save & Continue Registration** along the bottom.
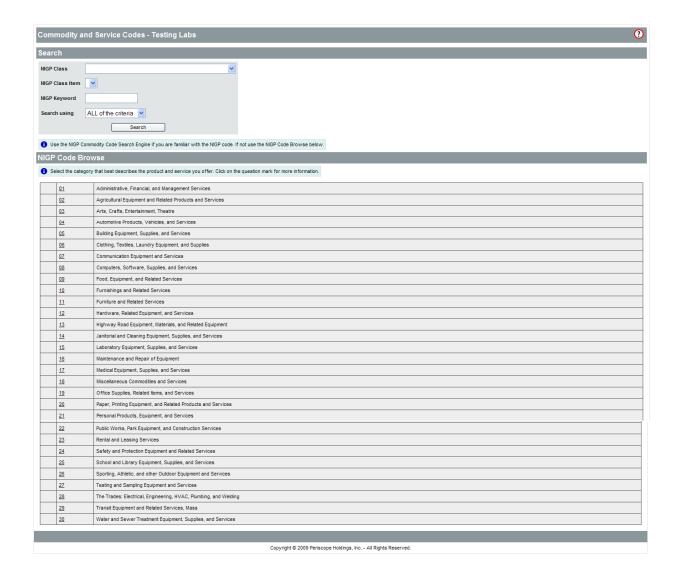

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

The last step is to click the **Complete Registration** button at the bottom of the summary page.

You have now completed the self-registration process in ProcureAZ. The email provided within the **Company Information** section will be emailed once your registration is complete.

Additional Information

For more information on ProcureAZ please visit the website at http://www.spo.az.gov/ProcureAZ/default.asp.